

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

STATE POLICE SERGEANT

JOB DESCRIPTION

Employees in this job serve as full-functioning sergeants. The employee exercises extensive independent judgment in making difficult decisions that may include taking immediate actions with limited opportunity to consider various alternatives.

There is one classification in this job.

Position Code Title – State Police Sergeant

State Police Sergeant 12

As a shift commander, the employee directs all law enforcement officers assigned to a shift. As a specialized law enforcement officer, the employee performs specialized law enforcement activities at the State Police Headquarters or a District Office and has program responsibility in the areas of community services, emergency management, legislative analysis, policy development and evaluation, traffic service, or training.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Shift Commander

Establishes and adjusts road patrol schedules of troopers on shift after considering such things as personnel on sick leave, annual leave, passday and court assignment; maintains records of time and attendance; authorizes necessary overtime hours; and prepares vacation schedules for shift personnel on shift.

Assigns troopers to daily duties; assigns patrol cars and areas of patrol; dispatches patrol units to accidents, citizen complaints, and criminal matters.

Monitors trooper performance and appraises promotional potential; counsels subordinates in cases where performance is deficient; directs and coordinates the training of personnel.

Operates the State Police Radio System; receives and forwards various requests from patrol units, which includes maintaining hourly patrol unit location checks and dispatching units to emergency and non-emergency incidents.

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Receives and evaluates citizen complaints; determines the appropriate action to be taken and, if appropriate, assigns the complaint to a trooper, another post, or another agency for investigation or resolution.

Reviews reports such as arrests and complaints prepared by troopers for completeness and accuracy; reviews pending complaints periodically to determine if they are being properly worked by the investigating troopers; counsels and advises personnel in methods and procedures for complaint resolution.

Performs Breathalyzer tests on subjects suspected of operating under the influence of intoxicating liquor; conducts a monthly simulator test to determine the accuracy of the Breathalyzer.

Counsels, advises, and assists the general public in matters such as explanation of laws, weather, and traffic condition reports, explanation of services provided by State Police and other agencies, and explanation of procedures to follow in contacts with courts and police agencies.

Operates the Law Enforcement Information Network (LEIN) terminal to conduct file checks, enter and remove warrants, subjects, and property, and to communicate with other posts and headquarters; radio file information to requesting trooper or officer.

Assists and counsels subordinates in the course of their daily activities by answering requests for law interpretations, policy explanations, and information related to proper operational procedures to be followed for various types of situations.

Provides interpretation of the law and technical guidance on criminal justice procedures to other law enforcement agency personnel.

Assesses bond in misdemeanor cases and receives and receipts monies from prisoners.

Maintains the property room by caring for and tagging evidence, maintaining proper records, and forwarding evidence to the crime lab as needed.

Inspects and directs the maintenance of vehicles and equipment assigned to the post.

Maintains log of expenses incurred in the purchase of services and supplies.

Performs related work appropriate to the classification as assigned.

Specialized Law Enforcement Officer

Investigates violations of the Michigan Public Health Code and Criminal Laws.

Coordinates the Instruction Development Program.

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Develops programs for administering criminal history records audit for local and countywide law enforcement.

Develops and evaluates programs in the areas of juvenile diversion and crime prevention.

Coordinates the emergency services program in a district of the state; develops state and local disaster-response programs and acts as liaison between federal and local preparedness efforts.

Analyzes proposed legislation affecting law enforcement, testifies at legislative hearings as to the department's position on pending legislation and conducts legal research.

Evaluates department policies and procedures and recommends changes to improve departmental operations; evaluates and makes recommendations regarding changes in departmental equipment.

Develops and coordinates traffic safety programs such as selective enforcement, Combined Accident Reduction Effort (CARE) or Michigan Accident Location Index (MALI).

Operating out of a district office, serves as a traffic safety instructor; oversees vehicle inspection and Breathalyzer programs; and conducts traffic survey investigations for improvement of traffic safety.

Plans, develops, and conducts training programs for employees in the law enforcement field.

Lectures at meetings of service organizations, Michigan colleges, universities, and schools.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Considerable knowledge of departmental rules, regulations, and policies.

Considerable knowledge of State Police desk procedures.

Considerable knowledge of state laws and their enforcement.

Considerable knowledge of courts, court procedures, and appropriate court decisions.

Considerable knowledge of law enforcement communication systems.

Considerable knowledge of first aid and water safety.

Some knowledge of federal laws and their enforcement.

Some knowledge of the state and federal regulatory agencies.

Some knowledge of disaster planning and control.

Some knowledge of equipment used and its care.

Some knowledge of public speaking techniques.

Some knowledge of patrol and investigative techniques.

Ability to assume responsibility for the command of a police post.

Ability to lead and gain the respect of Troopers.

Ability to direct, control, evaluate, and instruct Troopers.

Ability to meet new situations and to act as quickly as required.

Ability to make decisions under pressure.

Ability to maintain composure during stressful situations.

Ability to do desk work and compose correspondence.

Ability to take command responsibility in emergency situations.

Ability to communicate effectively.

Ability to meet the public and gain the cooperation of others.

Working Conditions

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to be exposed to inclement weather conditions.

Employees may be required to work on a rotating shift.

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Employees are required to be available for duty 24 hours a day, including holidays.

Employees may be subject to transfer on a temporary or permanent basis anywhere in the state.

Physical Requirements

The job duties require an employee to work under stressful conditions.

The job duties require an employee to be absent of any physical limitation, which would impair effective performance in the Department of State Police.

Education

Possession of a high school diploma or a GED Certificate and successful completion of Michigan State Police Training Academy Recruit School.

Experience

Four years of experience as a State Police Trooper E11 and/or 11.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

STPSGT

Job Code Description

State Police Sergeant

Position Title

State Police Sergeant

Position Code

STPSGT

Pay Schedule

T01-003

ECP Group 1
8/20/2000
MJP/VLWT